

Information for Fiscal Year 2005 Per Pupil Professional Development (PPPD) funds

- **Applications are due by November 1, 2004.** This is an end date. Funds will be sent to school administrative units starting July 1, 2004 upon approval of a completed application and the availability of funds.
- The Commissioner of the Department of Education reserves the right to waive some requirements in special circumstances. An incomplete application will be returned for completion.
- Allocations for each school administrative unit are on the spreadsheet included with the application. (\$8 per pupil for individual school administrative units (sau's); \$10 per pupil for each system in a collaboration of sau's). These figures are based on student enrollment as of October 1, 2003.
- A collaboration is defined as at least two school administrative units that are working together on professional development activities to implement the *Learning Results*. School Unions working alone or systems within a School Union cannot apply as a collaborative. Partners in the collaboration must be listed on the application cover page.
- PPPD funds are appropriated by the Legislature to support professional development activities necessary to local implementation of the *Learning Results*. Funds cannot be used to purchase equipment, textbooks, or instructional software. Examples of allowable expenditures include: release time for teachers to create instructional units aligned with the *Learning Results*, stipends for teachers responsible for the leadership of sau professional development, coordination of sau *Learning Results* implementation activities connected with professional development, workshop and conference attendance, and contracts with external consultants and trainers.
- Questions about this calculation or any aspect of this application should be directed to Tom Keller at 207-624-6828 or tom.keller@maine.gov.

Application Instructions

Complete and submit the following:

- The cover page (page 1). Complete a separate cover page for each school administrative unit applying for PPPD funds. If applying as a collaborative, each unit must submit at least a signed cover page before any collaborative partners will receive funds. Each system which received PPPD funds either on its own or as a collaborative partner must report on its use of PPPD funds prior to June 30, 2005.
Completed applications may be e-mailed and faxed or sent as a paper copy. The cover page with the signature of the superintendent must be faxed or sent as a paper copy.
- The year-end financial statement (page 2).
- A report on activities of collaborative school administrative units (page 3).
- A description of how the funds were used in 2003 – 2004 (Activity Report) to support the professional development needs of educators in implementing the *Learning Results*. Complete one page for each major activity (page 4).
- Proposed Budget (page 5). If a detailed description is not possible within the space allotted on each line, attach an extra page.

Cover Page

Name of Unit: _____

Person completing form: _____

Telephone number: _____

E-mail address: _____

Fax number: _____

Certificate

I certify that the information contained herein is accurate to the best of my knowledge and belief

Date

Signature – Superintendent of Schools

Per Pupil Professional Development Allocation (from the spread sheet)

Unexpended FY'04 PPPD Funds: \$_____ + FY '05 Allocation: \$_____

Total PPPD \$_____

Fiscal Agent: _____

PPPD Collaborative Partners

(List each school administrative unit. School Unions are not eligible to apply as a collaborative. PPPD partner sau's must be listed here for each individual school administrative unit to receive the collaboration per pupil rate. A minimum requirement is that this sheet, completed and signed by the appropriate superintendent, must be received from each partner in the PPPD collaboration before any partner will receive PPPD funds.)

If applying as a unit composed of multiple types of school administrative units (e.g. town X, town Y, and CSD Z), please list the name and allocation of each here _____

E-mail a completed application AND fax a signed cover sheet to 624-6821 OR deliver one completed paper copy of the application by November 1, 2004 to:

Tom Keller (tom.keller@maine.gov)
Maine Department of Education
23 State House Station/ 5th floor Cross Office Building
Augusta, Maine 04333-0023

FY'05 Per Pupil Professional Development (PPPD) Application

YEAR-END FINANCIAL STATEMENT

FINAL FY '04 (2003 – 2004) PPPD BUDGET EXPENDITURE / CARRY OVER REPORT

School Administrative Unit: _____

2003 – 04 PPPD Allocation \$ _____ (Include any funds not expended from 2002 – 2003)				
Item	Budget	Disbursements	Obligations	Unexpended
110 Salaries				
120 Temporary Salaries				
200 Benefits				
300 Professional & Technical Services				
320 Professional Development				
550 Printing				
580 Travel				
600 Materials and Supplies				
Totals				

- **Attach a single page to explain why 2003 – 2004 funds were not expended as planned.**
- **Add any unexpended funds to the 2004-2005 budget.**
- **Include activities to expend these funds in the 2004-2005 action plan in this application.**

Additional funds are made available for school units who work in collaborative partnerships. The actual language of the legislation is “Incentive funds must be awarded at a \$8 per pupil or \$10 per pupil for school administrative units whose professional development plans are accomplished in collaboration with one or more school administrative units.”

If your school administrative unit participated in a PPPD partnership with other school units in 2003-2004, please complete this page.

Please identify designation or name of PPPD partnership_____

Please identify the participating units by town, SAD, CSD, Union of Towns or Unit under agent supervision

Please briefly describe how the additional \$2 per pupil was incorporated into professional development activities for your collaborative.

School Administrative Unit

2003 – 2004 ACTIVITY REPORT

Complete one Activity Report for each major activity funded with PPPD funds

Content Area	Grade Cluster and Teacher Count (indicate the number of participating teachers and the % of your total number of teachers for each grade cluster)	Time period over which the activity took place	Number of hours of teacher involvement	Type of professional development provided
<input type="checkbox"/> Career Prep <input type="checkbox"/> English Language Arts <input type="checkbox"/> Health and PE <input type="checkbox"/> Mathematics <input type="checkbox"/> Modern and Classical Languages <input type="checkbox"/> Science and Technology <input type="checkbox"/> Social Studies <input type="checkbox"/> Visual and Performing Arts <input type="checkbox"/> Other (specify) _____	_____ pK-2 and _____% _____ 3-4 and _____% _____ 5-8 and _____% _____ 9-12 and _____%	<input type="checkbox"/> one day or less <input type="checkbox"/> more than one day but within a single week <input type="checkbox"/> over more than one week but within one month <input type="checkbox"/> over more than one month but less than three months <input type="checkbox"/> over more than three months	<input type="checkbox"/> less than 3 hours <input type="checkbox"/> between 3 and 6 hours <input type="checkbox"/> between 7 and 18 hours <input type="checkbox"/> between 19 and 30 hours <input type="checkbox"/> between 31 and 40 hours <input type="checkbox"/> between 41 and 80 hours <input type="checkbox"/> more than 80 hours	<input type="checkbox"/> action research <input type="checkbox"/> curriculum development and adaptation <input type="checkbox"/> examining student work/scoring assessments <input type="checkbox"/> workshops and institutes <input type="checkbox"/> courses and seminars <input type="checkbox"/> other (specify) _____
Briefly describe activity for content area				

FY'05 Per Pupil Professional Development (PPPD) Application

Proposed Budget for 2004 - 05

(2003- 04 unexpended funds plus the new request.)

Attach a detailed description of each line if the space provided on this page is insufficient.

Line	Description	PPPD
110 Salaries		\$
120 Temporary Salaries		\$
200 Benefits		\$
300 Professional & Technical Services		\$
320 Professional Development		\$
550 Printing		\$
580 Travel		\$
600 Materials and Supplies		\$
Total		\$